

Job Description and Person Specification



Job Description

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| Job Title | Apprentice Fleet Technician |
| Grade | Apprenticeship |
| Service | Fleet Management |
| Reports to | Workshop Service Supervisors |
| Location | Whitley Depot |
| Job Evaluation Code | |



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

1. To learn the trade and skills required to undertake the service, repair and maintenance of vehicles, plant and equipment in accordance with legislative and health and safety requirements, planned inspection schedule, and agreed procedures and targets.
2. To ensure all work undertaken is completed effectively, efficiently and is of a high standard of quality.

Main Duties & Key Accountabilities

Core Knowledge

1. Fully attending all training courses, college courses and personal development prescribed by the Council.
2. Learning the skills required to maintain service and repair the full range of vehicles, plant, and equipment operated by Coventry City Council (including those located away from the main workshop).
3. To undertake comprehensive training and learn the skills needed to carry out fault diagnosis.
4. Assisting with the undertaking of periodic safety inspections of all vehicles and plant held or serviced by Coventry City Council, in accordance with legislative requirements, approved guidelines, and set procedures.
5. To assist with the undertaking of MOT and/or Taxi inspections.
6. To accompany a Fleet Technician giving roadside assistance to broken down vehicles, including recovery to the workshop.
7. To undertake comprehensive training in fault diagnosis.
8. To gain the knowledge and skills required to undertake general fleet electrical work.
9. To gain the knowledge and skills required to undertake basic welding, fabrication, and minor body repairs on vehicles, plant, or equipment.
10. To undertake general steam cleaning of vehicles, plant or equipment, engines and general vehicle components.
11. To record full details of work undertaken accurately and correctly, together with completion of all work related documentation and records including electronic data systems.

12. To leave the workplace cleans, tidy and safe, and assist in maintaining the general cleanliness and tidiness of the workshop.
13. To maintain the Coventry City Council's reputation for good public relations by their actions.
14. Any other duties and responsibilities within the range of the salary grade.

Key relationships

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| External Training Providers | Internal Mentors Apprentice Training Team |
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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| Job Evaluation Code | |
| Knowledge | |
| <ul style="list-style-type: none"> • A basic understanding of mechanical or electrical components | |
| <ul style="list-style-type: none"> • Basic knowledge of workplace health and safety | |
| Skills and Abilities | |
| <ul style="list-style-type: none"> • Be capable of carrying out instructions accurately and methodically | |
| <ul style="list-style-type: none"> • Be able to accurately identify, when looking at, colouring of wiring used in the construction of vehicles, plant & equipment | |
| <ul style="list-style-type: none"> • Able to keep accurate written records and complete work related documents | |
| <ul style="list-style-type: none"> • Able to work as a member of a team. | |
| <ul style="list-style-type: none"> • Ability to work with electronic data systems. | |
| Experience | |
| <ul style="list-style-type: none"> • No previous mechanical experience required, although would be advantageous | |
| Qualifications | |
| <ul style="list-style-type: none"> • At least a GCSE 3/D (or Level 1 Functional Skills) in Maths and English | |
| <ul style="list-style-type: none"> • The ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship if not exempt. | |
| <ul style="list-style-type: none"> • UK current driving license would be desirable but not essential | |
| Special Requirements | |
| <ul style="list-style-type: none"> • Must not have already completed the Level 3 Heavy Vehicle Service & Maintenance Apprenticeship Standard | |
| <ul style="list-style-type: none"> • Must possess a keen and willing attitude to work | |
| <ul style="list-style-type: none"> • Must be able to lift and secure in place vehicle components weighing up to 20kg | |
| <ul style="list-style-type: none"> • Ability to work in a range of awkward and sometimes unpleasant positions and vehicle environments | |

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| Date Created | September 2021 | Date Reviewed | July 2024 |
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